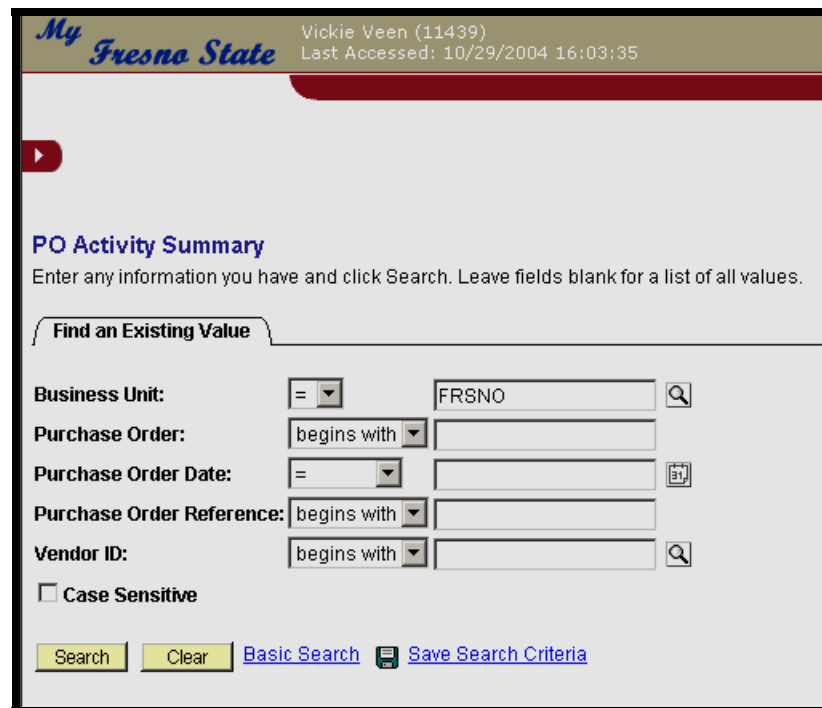


# Purchase Order Activity

## Usage

PeopleSoft provides activity summaries that enable you to view all of the activity associated with a purchase order. You can view the summary purchasing, receiving, invoicing, and matching information that relates to the selected purchase order. In addition, through the PO Activity Summary page, you can access related inquiry pages through links to view detailed receiving, invoicing, and matching activity.



The screenshot shows the 'PO Activity Summary' search interface. At the top, it displays the user 'Vickie Veen (11439)' and the last accessed time '10/29/2004 16:03:35'. Below the header, there is a red play button icon. The main heading is 'PO Activity Summary' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A tab labeled 'Find an Existing Value' is active. The search fields include: 'Business Unit' with a dropdown set to '=' and a text box containing 'FRSNO'; 'Purchase Order' with a dropdown set to 'begins with' and an empty text box; 'Purchase Order Date' with a dropdown set to '=' and an empty text box; 'Purchase Order Reference' with a dropdown set to 'begins with' and an empty text box; and 'Vendor ID' with a dropdown set to 'begins with' and an empty text box. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

## Steps

1. Enter "FRSNO" for Business Unit.
2. Enter a Purchase Order number, Purchase Order Date, Purchase order Reference (For a list of departments: <http://peoplesoft.csufresno.edu/Fin/ChartfieldInfo/Departments.pdf>) and/or Vendor ID. None of the fields are required. Complete as many fields as possible to reduce the time required to retrieve the results and the number of POs listed.
3. Click Search and select desired purchase order link from the search results list.
4. The Receipt Activity Summary page displays.
5. View the purchase order header information in the upper portion of the Activity Summary page.
6. View the purchase order lines information in the Details group box.
7. Select the checkbox adjacent to the Line Item number field to view information via the links at the bottom of the page.
8. Click the Item Description link if you need to view the selected line item's detailed item description.
9. View the line item's summary receiving information the Receipt, Invoice, and matched group boxes.
10. View the purchase order line item's Open Qty (quantity) and Open Amt (amount) totals.

# Receipt Page

## Usage

Displays receipt number, status, dollar amount of items received that corresponds to the PO line item that was checked. Status can be “Not Received”, “Partially Received”, or “Received”.

My Fresno State  
Vickie Veen (11439)  
Last Accessed: 10/29/2004 16:03:35  
Sign out | Campus

Header information

Activity summary

Unit: FRSNO PO: 0000037041 Vendor: AT&T Wireless Services PO Status: Dispatched

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
<input checked="" type="checkbox"/>	1	BLANKET P.O. FOR CELLULAR PHON	EA	1.0000	599.760	<input type="checkbox"/>

Details group box

Receipt		Invoice		Matched	
Qty Rcvd:	0.0000	Qty Invcd:	1.00	Qty Mtchd:	1.0000
Qty Acctpd:	0.0000	Amt Invcd:	41.010	Amt Mtchd:	41.010

Receipt [Invoice](#) [Matching](#) Open Qty: 0.0000 Open Amt: 558.750

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

## Report Fields

1. Campus Unit
2. PO
3. Vendor
4. PO Status
5. Line
6. Item Description
7. Unit of Measure
8. Order Quantity
9. Amount Ordered
10. Quantity Received
11. Quantity Accepted
12. Quantity Invoiced
13. Amount Invoiced
14. Quantity Matched
15. Amount Matched
16. Receipt Link
17. Invoice Link
18. Matching
19. Open Quantity
20. Open Amount
21. Account
22. Class
23. Open Item Description

## Tips

1. Click on item description line for a complete description.
2. You'll need to use the checkboxes to navigate through multi-line item purchase orders.
3. In this example, we are looking at a blanket PO. Blanket POs are not received until the service is terminated and at that time, status will change to completed.

## Invoice Page

### Usage

Displays voucher number, quantity invoiced, and amount invoiced which corresponds to the PO line item that was checked.

Unit: FRSNO PO: 0000037041 Line 1 Item ID

Customize | Find | View All | First 1 of 1 Last

Sched Num	AP Unit	Voucher ID	Line	Quantity Invoiced	Amount Invoiced
<input type="checkbox"/>	1 FRSNO	00160002	1	1.00	41.010

[Activity Summary](#) Voucher Inquiry

### Report Fields

1. Campus Unit
2. PO
3. Line
4. Item ID
5. Schedule Number
6. AP unit
7. Voucher ID
8. Line
9. Quantity Invoiced
10. Amount Invoiced

### Tips

1. You cannot use the Add Row or Delete Row buttons.
2. The Activity Summary link will take you back to original Activity Summary page.
3. Voucher Inquiry is not active at this time.

## Matching Page

### Usage

Displays quantity matched, amount matched which corresponds to the PO line item that was checked. Matching is typically run after Accounts Payable has entered the invoice. If the purchased item was marked by Purchasing as “receiving required”, the qty rcvd should be what came to the warehouse, usually what was ordered on the PO. If the vendor invoiced for the qty on the PO, the invoice qty invcd should be what was ordered on the PO. If receiving was required, qty mtchd would be what was received as well as what was invoiced. If receiving was not required, qty mtchd would be what was invoiced. If the PO was a blanket PO, where a dollar amount was involved (usually not requiring receipt), the amt invcd would be what was on the invoice and the amt mtchd would be what was matched to the PO.

My Fresno State  
Vickie Veen (11439)  
Last Accessed: 10/29/2004 16:03:35

Unit: FRSNO PO: 0000037041 Line 1 Item ID

Customize | Find | View All | First 1 of 1 Last

Sched Num	AP Unit	Voucher ID	Line	Quantity Matched	Amount Matched
<input type="checkbox"/>	1 FRSNO	00160002	1	1.0000	41.010

[Go Back To Activity Summary](#) Go To Voucher Inquiry

### Report Fields

1. Campus Unit
2. PO
3. Line
4. Item ID
5. Schedule Number
6. AP unit
7. Voucher ID
8. Line
9. Quantity Matched
10. Amount Matched

### Tips

1. You cannot use the Add Row or Delete Row buttons.
2. The Activity Summary link will take you back to original Activity Summary page.
3. Voucher Inquiry is not active at this time.